

ESOs gain insight to education programs

by YN1 David Rock
CGI Voluntary Education Division

More than 155 education services officers from around the Coast Guard met in Oklahoma City Aug. 27 through 29 for the 7th Annual ESO Workshop.

The workshop focused on providing the most up-to-date information on voluntary education programs available to team Coast Guard members. The ESOs were exposed to several new initiatives and updated information on current programs. Copies of all presentations are available on the Institute home page.

Representatives from the Coast Guard's partner schools — the University of Phoenix, Excelsior College, Thomas Edison State University, and Charter Oak State College — were on hand to give background information on their school's programs. The representatives also were available during the workshop to answer questions and provide additional information to the participants.

MCPO Alex Keenan, command master chief for headquarters units, was the keynote speaker at a special luncheon. Keenan spoke on a variety of topics that directly relate to the expectations of ESOs in the 21st century.



Joyce Taylor, chief of the Institute's Voluntary Education Department, provides an overview of the voluntary education program.

During the final day of the workshop the ESOs reviewed the different methods available for funding off-duty education and distance learning partnerships. LT Lynda Hester, career development program manager, also gave them additional contacts through a presentation on the importance of partnering with their unit's career development advisers.

The workshop was wrapped up with a town meeting, through which a panel was available to field ESO's questions. The Institute currently is work-

ing on implementing some of the ideas presented during the town meeting. Top issues presented at the workshop are listed on the Institute's web site, www.uscg.mil/hq/cgi/voled/workshop/concern.html

The workshop was a huge success with the largest attendance to date, and plans currently are being made for the 8th annual workshop. Watch the *Campus News* and Hot News portion of the Institute's web site, www.uscg.mil/hq/cgi, for additional information.

Important TA Changes (see ALCOASTS 297, 466/01)

- 12-month service obligation for enlisted members is rescinded.
- Requirement that applications be submitted 10 working days before class start date is rescinded.
- FY 02 tuition assistance cap increased to \$3,500 for all

members of team Coast Guard.

- Civilian employees agree to retain employment with the federal government one month for each semester hour taken.
- Coast Guard personnel are not eligible for TA from DOD.

From the commanding officer...

By LCDR Todd Campbell
Coast Guard Institute commanding officer



As if you did not already know this — our world changed September 11. This fact is not disputable and has already impacted the way Team Coast Guard will conduct business now and in the future. We at the Coast Guard Institute mourn the loss of the hundreds and most certainly thousands of people who perished that dreadful day. We also salute those brave rescuers and ordinary citizens who put their lives on the line to save others. This blow to our country was just that — a blow — not a knockout! I am encouraged by our leadership on all levels and have great confidence that we are steering the right course to resolve this situation and lead us into a bright future.

I must admit that in writing this particular article for *Campus News*, I struggled to fire up my word processor for quite some time. I found myself (like many others) trying to process the total impact of these tragic events on our country and our lives. I know that I was certainly not alone by feeling in somewhat of a fog and distracted over the past couple of weeks. I (like many of us) finally had to get a hold of the resounding theme resonating from our leaders, which is — “let’s get back to work and back to living our lives.” In light of

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this important message, I want to encourage each ESO in Team Coast Guard to do all you can to encourage your members to get about the business of developing their professional lives. Part of that development is continuing with their educational pursuits, which will facilitate them in meeting their career goals. One of the most important things that each one of us can do right now is to establish a sense of normalcy in our lives. The focus and discipline required in pursuing educational excellence helps us stay focused. Focus and motivation are crucial in helping you stay the course while working to achieve your educational goals, so keep your eye on the ball. Do not allow the events of the day to distract you from paving your future’s path, find out what you’re passionate about, how you’re going to achieve it and get started doing it today.

Nearly six weeks ago the Coast Guard Institute hosted the 2001 ESO Workshop, I was very pleased to meet many of you — our hard-working Educational Service Officers. I applaud all ESOs who attended this important workshop and especially those who personally contributed to it. I also wanted to take this time to thank my staff at the Institute who made the ESO Workshop possible; they did an excellent job — Bravo Zulu!

To those ESOs who did not or could not make it, this workshop provided valuable information and tools that unit

Please see **COMMANDING OFFICER**, Page 5

College board retires nine CLEP exams

Nine CLEP Subject paper-based tests are being withdrawn in fiscal 2002. With the conversion of the CLEP national testing program to computer-based testing July 1, content development and revision in support of the paper-based testing program

ceased. The paper-based examination content is no longer evolving as the subject discipline changes over time and is no longer reflective of the current academic standards for the exam. The retiring tests are:

Test title	Effective Date	No Testing after	No Scoring after
Introductory Business Law	January 2002	12/31/01	2/28/02
Calculus with Elementary Functions	January 2002	12/31/01	2/28/02
Information Systems & Computer Applications	January 2002	12/31/01	2/28/02
American Government	July 2002	6/30/02	8/31/02
College Algebra & Trig.	July 2002	6/30/02	8/31/02
Human Growth & Development	July 2002	6/30/02	8/31/02
Principles of Marketing	July 2002	6/30/02	8/31/02
Introductory Sociology	July 2002	6/30/02	8/31/02
Trigonometry	July 2002	6/30/02	8/31/02

Campus News

A training newsletter to Team Coast Guard

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necessarily those of the Department of Transportation or the U.S. Coast Guard. Material is for information only and not authority for action.

Text is submitted by the Coast Guard nonresident and resident training communities for all members of the Coast Guard.

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Tuition assistance guidance for ESOs

by CWO Bonnie Abendschan
Voluntary Education Division

Many unit education service officers attended the Institute's ESO Workshop and learned many of the intricacies of the Tuition Assistance program. Three key items to stress:

- Use CG-4147 (REV 9-99) Form, which is available on the Institute's web site at www.uscg.mil/hq/cgi/voled/tuition1/tachecklist.htm or www.uscg.mil/hq/cgi/voled/disted/4147.pdf, and within JetForms Filler

- Provide all required information on the form

- ESOs should take at least 30 seconds to review the form before signing the command certification and should talk with the member about their education plans.

Oct. 1 began a new fiscal year and a new \$3,500 TA cap. Members with course start dates of Oct. 1 and later may fax their TA applications to the TA office, (405) 954-7247

ALCOAST 297/01 rescinded the 12-month service obligation for tuition assistance participation for enlisted members. Enlisted members are reminded they must complete the course of instruction prior to their release from active duty or retirement from the service.

Service obligation for reserve and active-duty officers remains at 12 months following course completion.

The 10 working days submission requirement has been changed to: "Applicants are responsible for prompt submission of a properly completed application for off-duty assistance form (CG Form 4147). Applicants should plan ahead and

Temporary change to tuition assistance policy

The following ALCOAST (414/01) announced a temporary change to the Coast Guard's Tuition Assistance Program policy to ease the class withdrawal process for members affected by an increase in duty-related operations or unforeseen deployments.

1. DUE TO OUR CURRENT NATIONAL EMERGENCY, WE UNDERSTAND MEMBERS MAY NEED TO WITHDRAW FROM CLASSES THAT WERE FUNDED BY UP-FRONT TA DUE TO AN INCREASE IN DUTY RELATED OPERATIONS OR UNFORESEEN DEPLOYMENTS. ADDITIONALLY, ON-BASE SCHOOLS HAVE HAD TO MOVE OR CANCEL CLASSES, AS THEY ARE NO LONGER BEING ALLOWED TO TEACH ON BASE.

2. APPLICANTS MUST OFFICIALLY WITHDRAW FROM THE SCHOOL TO RECEIVE A "W" GRADE FOR THEIR CLASS. TO MAKE THE PROCESS AS EASY AS POSSIBLE AND NOT PUT AN EXTRA BURDEN ON COMMANDS BY REQUIRING THE STUDENTS COMMAND TO PREPARE AN OFFICIAL LETTER, FOR THE NEXT FOUR MONTHS (18 SEP TO 31 DEC 2001), THE FOLLOWING MODIFICATION PROCEDURE IS NOW IN EFFECT:

A. AFTER A STUDENT OFFICIALLY WITHDRAWS FROM THE SCHOOL THEY WILL CONTACT THEIR ESO. THE ESO WILL E-MAIL A STAFF MEMBER IN THE TA DIVISION AT THE CG INSTITUTE. IN THE E-MAIL, PROVIDE THE APPLICANTS NAME, SSN, COURSE TITLE, AND DATES OF THE COURSE. THE REASON FOR THE WITHDRAWAL SHALL BE "DUE TO MILITARY DUTY".

3. REQUEST COMMANDS PUBLICIZE THE NEED TO OFFICIALLY WITHDRAW FROM CLASSES TO RECEIVE THE INVOLUNTARY "W" GRADE RATHER THAN AN "F" GRADE. THE SCHOOL WILL RECEIVE PAYMENT FOR THE ENROLLMENT BUT WITH THE INVOLUNTARY "W" GRADE, THE STUDENT WILL NOT NEED TO REIMBURSE THE GOVERNMENT.

4. THIS TEMPORARY CHANGE IN PROCEDURE IS IN EFFECT ONLY THROUGH 31 DEC 01.

5. TA POCS AT THE CG INSTITUTE ARE CWO4 BONNIE ABENDSCHAN (405) 954-7242, E-MAIL: BABENDSCHAN@CGINSTITUTE.USCG.MIL, YNC RUBEN GARCIA (405) 954-7233, E-MAIL: RGARCIA@CGINSTITUTE.USCG.MIL OR MS. BRENDA CARPENTER (405)-954-4189, E-MAIL: BCARPENTER@CGINSTITUTE.USCG.MIL.

submit the request in such a manner as to allow for receipt of the authorization form prior to class registration. Every effort should be

made to submit the application as early as possible."

GI Bill rates increase

The Veterans Administration has posted on its web site, www.gibill.va.gov/education/news.htm, new Montgomery GI Bill rates that took effect Oct. 1. These payment rates are for the MGIB Active Duty (Ch. 30), MGIB-Selected Reserve (Ch 1606) and the Dependents' Educational Assistance Program (Ch. 35).

Institute signs support agreement with community college

In association with the Army National Guard Institute, the Coast Guard Institute recently developed a memorandum of understanding with Coastline Community College, of Fountain Valley, Calif.

The college offers the following distance degree programs, delivered through web-based asynchronous bulletin board topic discussions, video cassette and CD-ROM:

- Associate of Arts in General Studies
- Associate of Arts in Aviation Technology
- Associate of Arts in Construction Technology
- Associate of Arts in Electrical Mechanical Technology
- Associate of Arts in Electronics Technology
- Associate of Arts in Media/Communications
- Associate of Arts in Health Sciences Technology
- Associate of Arts in Health Sciences Technology
- Associate of Arts in Marketing and Sales
- Associate of Arts in Business Administration
- Associate of Arts in Computer Systems
- Associate of Arts in Criminal Justice
- Associate of Arts in Electronic Data Systems
- Associate of Arts in Food Service Management
- Associate of Arts in Management
- Associate of Arts in Materiel/Operations Management

Coastline Community College is regionally accredited by the Western Association of Schools and Colleges.

Program requirements

Completion of the general education component of the degree may be met by using the college-level test preparation materials on video and audiocassette available through "The Student Guide to Success," which is available on the Institute's web site at www.uscg.mil/hq/cgi/voled/step3.htm. Counselors at Coastline Community College are available to assist students in maximizing the use of their Coast Guard benefits to accelerate their progress toward



degree completion.

Courses offered through Coastline Community College are delivered through a semester or quarter schedule. Five semesters per year are offered, each eight weeks in length.

Tuition and fees

Tuition and fees are subject to change at the discretion of Coastline Community College. At the undergraduate level, the following tuition rates are available to Coast Guard members: \$110/ credit hour, \$330/ course

SOC program limits

By virtue of being a Servicemembers Opportunity College, Coastline Community College accepts 40 credit hours of nontraditional course work earned by members of the Coast Guard community toward meeting associate degree requirements. This includes credit earned through military training and experiences, as recommended by ACE, as well as up to 30 semester hours of examination credit.

SOC course transfer, matriculation policy

Students may enroll in courses from Coastline Community College without matriculating should they desire to apply the credit earned toward a degree from any of the more than 1,400 SOC-

affiliated institutions. You must identify yourself to the admissions counselor as a non-degree seeking student.

Award of academic credit and acceptance of transfer credit

Coastline Community College is established on the semester system. In most cases, students will receive three semester hours of credit for each course completed. Students who matriculate into Coastline Community College degree programs who request transfer of credit from other regionally accredited institutions may observe application of the standard formula to convert quarter hour credit courses to the semester hour equivalence on their transcript (one quarter hour = 2/3 semester hour).

Although students participate in the courses from around the world through the Coastline Community College distance degree program, transcripts issued do not indicate these as being distance education courses. The same degrees are conferred upon distance education students as with those who attended campus-based programs at Coastline Community College.

Since Coastline Community College is regionally accredited, academic credit earned at other colleges and universities, which are also regionally accredited, are accepted in transfer.

ALCOAST outlines TA policy changes

ALCOAST 466/01

COMDTNOTE 1524

SUBJ: TUITION ASSISTANCE (TA) PROGRAM UPDATE

A. COAST GUARD TUITION ASSISTANCE (TA) PROGRAM, COMDTINST 1500.24 B. APPLICATION FOR OFF-DUTY ASSISTANCE, CG FORM-4147

1. WE ARE PLEASED TO ANNOUNCE THAT THE COAST GUARD TUITION ASSISTANCE ANNUAL CAP IS RAISED FOR FY02. THE ANNUAL CAP FOR TA IS NOW 3500 DOLLARS FOR ACTIVE DUTY PERSONNEL, SELECTED RESERVISTS AND CIVILIAN EMPLOYEES. SEMESTER HOURS REMAIN CAPPED AT 187.50 DOLLARS PER HOUR, QUARTER HOURS ARE CAPPED AT 125 DOLLARS PER QUARTER HOUR, AND CLOCK HOURS AT 12.50 DOLLARS.

2. COAST GUARD TUITION ASSISTANCE CONTINUES TO PROVIDE COAST GUARD MEMBERS THE OPPORTUNITY TO REACH THEIR FULL POTENTIAL AND ENABLES THE COAST GUARD TO HELP BUILD A MORE CAPABLE WORKFORCE.

3. IN FY01 THE COAST GUARD INSTITUTE PROCESSED OVER 10,000 COURSE ENROLLMENTS FOR MEMBERS OF TEAM COAST GUARD. THIS IS AN INCREASE OF 36 PERCENT OVER FY00 ENROLLMENTS.

4. TO BE ELIGIBLE FOR TUITION ASSISTANCE:

A. OFFICERS MUST AGREE NOT TO REQUEST RELEASE, SEPARATION, RETIREMENT OR TERMINATION OF SELRES STATUS FOR 12 MONTHS AFTER COMPLETING A COURSE.

B. ENLISTED MEMBERS WILL NOT INCUR AN ACTIVE DUTY OBLIGATION BUT MUST COMPLETE THE COURSE OF INSTRUCTION PRIOR TO RELAD, SEPARATION, TRANSFER FROM THE SELECTED RESERVE OR RETIREMENT FROM THE USCG.

C. FOR ALL MILITARY PERSONNEL, THE COMMAND EDUCATION SERVICES OFFICER (ESO) MUST CERTIFY THAT THE COURSE OF INSTRUCTION IS COAST GUARD MISSION OR CAREER RELATED.

D. CIVILIAN EMPLOYEES OF THE COAST GUARD WITH AT LEAST 12 MONTHS OF GOVERNMENT SERVICE ARE ELIGIBLE FOR TUITION ASSISTANCE. CIVILIAN EMPLOYEES MUST AGREE TO RETAIN EMPLOYMENT WITH THE FEDERAL GOVERNMENT FOR 1 MONTH FOR EACH SEMESTER HOUR OF CREDIT TAKEN. THE SUPERVISOR MUST CERTIFY THAT THE EDUCATION IS CAREER RELATED.

E. ALL USERS OF THE TA PROGRAM ARE REMINDED THAT PROMPT SUBMISSION OF A PROPERLY COMPLETED APPLICATION FOR OFF-DUTY ASSISTANCE FORM (CG FORM 4147 DTD 9-99) IS REQUIRED PRIOR TO CLASS REGISTRATION. APPLICANTS SHOULD PLAN AHEAD AND SUBMIT THE REQUEST IN SUCH A MANNER AS TO ALLOW FOR RECEIPT OF THE AUTHORIZATION FORM PRIOR TO CLASS REGISTRATION. EVERY EFFORT SHOULD BE MADE TO SUBMIT THE APPLICATION AS EARLY AS POSSIBLE. APPLICANTS ARE STRONGLY ENCOURAGED TO ACCESS THE COAST GUARD INSTITUTES WEB SITE AT WWW.USCG.MIL/HO/CGI FOR REF A AND B AS WELL AS OTHER PROGRAM INFORMATION. PLEASE NOTE THE NEW FAX NUMBER FOR THE TA DIVISION IS (405) 954-7247.

5. THIS TUITION INCREASE BRINGS THE COAST GUARD TA PROGRAM TO PARITY WITH DOD AND REFLECTS OUR CONTINUING COMMITMENT TO PROVIDE HIGH QUALITY EDUCATION AND TRAINING BENEFITS TO ALL MEMBERS OF TEAM COAST GUARD. WE WILL CONTINUE TO SEEK ADDITIONAL RESOURCES TO MAINTAIN THE TA PROGRAM AND BUILD A MORE COMPREHENSIVE COAST GUARD COLLEGE AND DEVELOPMENT PROGRAM.

ESO corner



by ENS Kevin Hill
Coast Guard Institute

Hello again from the
College Degree

Division of the Voluntary Education Department. I planned to provide information about the Defense Activity for Non-Traditional Education Support (DANTES). However, I'll be writing about the temporary suspension of personalized degree plans and how this affects current and future educational assessment requests.

As a little background: the voluntary education database program was recently upgraded. The new program has some bugs and data tables that need to be sorted through before running at full capacity. This involves many hours of programming and editing the system's information to

maintain current data.

Personalized degree plans are temporarily suspended while the staff cleans and improves the system. In the interim, the VE staff has created a matrix of rate-related generic degree plans with some links to additional information regarding college degree programs, funding, etc.

Assessments are being e-mailed as an attachment; unless you are on a cutter, you will receive a hard copy. For the next few months, the assessment will contain only military credit information and completed exams; prior college credits will not be listed. We are working to improve the college-related sections of the new database. College transcripts are scanned and placed in your electronic folder at the Institute, so your credits can be added in the future. Until then, if you notice that some military credit is missing, submit a completed update form along with the

appropriate documentation so we can update your military credits.

After you receive your assessment, it is recommended that you read *The Guide* (available on our web site). This will help you to understand some of the programs that are available to you. Next, utilize the matrix of degree plans and select a degree that corresponds to your rating or course of study you wish to pursue.

Once you have the generic degree template and your assessment together, take a little time to transfer your credits from the assessment into the appropriate areas on the template. Next, add up the total credits completed for each area of the degree plan and you'll be able to see how close you are to completing the degree.

We anticipate resuming personalized degree plans in January. You may return your package in January if you would like a personalized degree plan.

Tuition assistance program use summary

As a new fiscal year begins, this is a good time to reflect on past use of the Coast Guard's

tuition assistance program. The following matrix shows a steady increase in tuition assistance use

and funding over the past four years.

Fiscal Year	2001	2000	1999	1998
Workforce Participation	10.30%	7.04%	6.31%	3.91%
Civilians	5.90%	5.38%	5.25%	4.01%
Enlisted	11.18%	7.71%	6.28%	4.35%
Officers	11.52%	10.02%	9.08%	6.29%
Reserves (O&E)*	5.01%	3.35%	4.67%	1.62%
Number of Courses	10461	6406	5318	3955
Dollars Expended	\$2,744,012	\$1,673,718	\$1,185,216	\$850,483
Recouped (can/collect)	\$268,500	\$448,049	\$111,655	\$142,671

Reflects dollars returned to program due to course cancellations and repayments by those not passing the courses.

Enrollment in on-line test preparation programs

A number of college video and audio courses are accessible free of charge to members of team Coast Guard. You will find these courses listed in a publication entitled "Student Guide to Success" or Volume 4 of the ESO Procedures Manual (P1550.1), College Video and Audio Course. On the Institute's homepage go to www.uscg.mil/hq/cgi, select Voluntary education and then click on Examinations and College video/audio test preparation programs. You will find a listing of more than 47 college-level programs that will help you prepare for a corresponding DANTES examinations.

You may now order the courses electronically by accessing the publication on our homepage, you will see a block for on-line enrollment. You click the button and complete the form on-line, click submit. We will review the orders and electronically forward the applications to the library at Tobyhanna for processing.

Education services matrix

The following education services matrix, which is continued on Page 8, is provided by Marc Fagenbaum, Integrated Support Command Miami education services officer.

The chart details education services offered through the Coast Guard, DANTES, the Veterans Administration and other government and civilian agencies. The Institute's Voluntary Education Department recommends that ESOs clip and save this chart to provide quick reference for members. The second half of the chart will be printed in the November/December edition of the Campus News. The complete chart is available on the Institute's web site, www.uscg.mil/hq/cgi/voled/edmatrix.htm.

Program	Eligibility	Description
College Level Exam Program (CLEP)	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none"> • CLEP General exams is a series of 5 exams, each has a 90 minute time limit. Penalty for guessing • CLEP Subject exams each has a 90-minute time limit. Penalty for guessing. • Available in about 30 subjects • Administered to military members through DANTES testing sites free of charge • USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees sites free of charge • All may test at a National Test site and be reimbursed
DANTES Subject Standardized Tests (DSST)	Active duty, reservists, civilian spouses	<ul style="list-style-type: none"> • DSST's are course achievement exams. There are about 37 tests available. They are untimed and there is no penalty for guessing. • Administered to military members through DANTES test sites free of charge. • USCG DANTES test sites and Reserve Component Test Centers may administer exams to spouses and civilian employees free of charge. • All may test at a National Test site and be reimbursed.
Excelsior College Examinations (ECE) (formerly Regents College)	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none"> • Are used to meet specific college degree requirements. There are about 40 tests available. • Each has a 3-hour time limit and there is no penalty for guessing. • Administered to military members through DANTES test sites free of charge. • Prometric Test Centers can administer exams to spouses and civilian employees on a reimbursement basis. • All may test at Prometric Test Centers and be reimbursed.
College Video/Audio Courses	Active duty, reservists, civilian employees and spouses	<ul style="list-style-type: none"> • Hollywood style video/audio courses that are loaned to the member free for 120 days (except for the COMEX CLEP General, which is limited to 60 days). • Should be used along with textbooks and study guides to prepare for most CLEP/DSST/Excelsior tests. • Submit DANTES form 1560/36R to ESO (available on CGI web site)
Tuition Assistance	Active duty, reservists and civilian employees	<ul style="list-style-type: none"> • All courses shall be related to CG mission or to the individual's career and professional development. Courses that provide knowledge/skills that enhance the individual's value to the CG or fulfill requirements toward a degree. • Officers must agree to remain on active duty for 12 months after completing a course. • Civilian employees must have at least 12 months or prior continuous government service and agree to retain employment with the federal government 1 month for each semester hour of credit taken. • Cap is \$3,500 per fiscal year. Paid up front except for courses longer than 18 weeks. • Paid at 75 percent of the cost of an institution's tuition for each course. Maximum payable for college courses per semester hour is \$187.50, or \$125 per quarter hour. For VoTech courses that are measured in clock hours, the maximum payable per clock hour is \$12.50. • Courses must be from an accredited institution and must result in college credit. • Payment is made to the institution, not to the individual. • Applications (CG-4147) should be submitted prior to class convening date.

Program	Eligibility	Description
Top-Up	Members eligible to receive the Chapter 30 (active duty) Montgomery CI Bill	<ul style="list-style-type: none"> • Authorizes the VA to pay the member's 25% of course costs not paid through tuition assistance • Payable for 36 months of courses. This is separate from months of basic entitlement to Chapter 30 benefit payments. The full-time monthly rate of MGIB benefits to which the individual would normally be entitled is subsequently reduced by the benefits to which the individual would normally be entitled is subsequently reduced by the dollar amount of the Top-up payment divided by 36 • Payment is made to the individual, not the institution and is made in one lump-sum payment. • File the TA approval form along with the VA Form 22-1990.
CG Foundation Grants	Active duty enlisted members	<ul style="list-style-type: none"> • Must be in pay grades E-3 to E-9 with two or more years of CG experience and receive a positive endorsement from their CO attesting to the applicant's capabilities and motivation to excel (professionally and academically). • Administered by the CG Institute. Reimbursement by the CG Finance Center. • Maximum of \$300 per calendar year. • Can be used to cover 25% tuition costs not covered by tuition assistance, assessment fees, application and other administrative fees and miscellaneous expenses (books, etc). • Submit CCI Form 1560/10, Claim for Reimbursement for Expenditures on Official Business (SF-1164 (two copies) and receipts.
Supplemental Education Grant (SEG)	Active duty, selected reserve, retired members, civilian employees, CG Exchange system employees, Auxiliary members, their spouses, and dependent children	<ul style="list-style-type: none"> • Effective 1 January 2002, military members must be in pay grades E-6 and below; civilian employees GS-7 and below; WG-6 and below; and NAF-3 and below. • Reimbursement by CG Mutual Assistance Representative • Maximum of \$100 per calendar year for qualifying members, their spouses and dependent children. • Must be enrolled in their first undergraduate degree or earning a VoTech certificate or seeking a GED. • Provides reimbursement for normal fees, books, study guides, supplies, equipment and other documented education costs directly related to the course of study. • Member submits Supplemental Education Grant (SEG) Application form (CGMA-10) with proof of enrollment (e.g. a letter from the Registrar's Office), original receipts and a copy of the military members ID (front and back).
SAT I: Reasoning Test and ACT Assessment (ACT) Program	Active duty, reservists	<ul style="list-style-type: none"> • One of these exams may be administered to military members through DANTES test sites free of charge.
GRE Record Examinations (GRE) and Graduate Management Admission Tests (GMAT)	Active duty and reservists	<ul style="list-style-type: none"> • One of these exams may be administered to military members at civilian test sites on a reimbursement basis. • Must be applying to or enrolled in a graduate school requiring the exam or fulfilling a legitimate service requirement. Member must also agree to apply for reimbursement within 90 days of the scheduled test date. • Will only be reimbursed for the cost of the exam, not for any cancellation fees, late fee, no show fees, etc. • Member submits a DANTES GRE General/GMAT Reimbursement Form (DANTES 1560/42) along with a copy of their test scores to a DANTES Test Control Officer for processing.
GRE Subject Tests	Active duty and reservists	<ul style="list-style-type: none"> • Only one administration of a GRE Subject Test is funded by DANTES per lifetime for eligible military personnel. • Administered to military members through DANTES test sites free of charge • Given on specific dates, three times per year
Licensing and Certification Tests	Members eligible to receive the Montgomery CI Bill (MGIB) or VEAP	<ul style="list-style-type: none"> • Reimbursement by the VA for licensing and certification tests. • Tests must be specifically approved for the CI Bill. • VA can pay up to \$2,000 per test but no more than the actual cost of the test. There is no limit to the number of tests a member can take. • VA will not pay any other fees connected with obtaining a license or certification.